

RECONCILING

How you go about reconciling your Cash Flow Statement depends on several factors. Are you a sending or receiving town? Is your Homestead Rate higher or lower than your Non-Resident rate? Are you downloading HS122 information and state payments and transferring from the Grand List to Tax Administration? Have you made billing adjustments in Tax Administration?

NEMRC reports that will help you reconcile are: 411, Tax Book Summary including state payments. You can print this from the freeze file that was created when you billed originally. You can print one as of 9/2—the day before any filers are considered late-late. And you can print a current Tax Book Summary. The Treasurer's report for any change in the billed amount may help you. You also may need the list of late-late filers that would help you reconcile the 411 to the current tax book.

To reconcile the Grand List to the Tax Administration, you will need a current Tax Book Summary from the Grand List and the Status Report from Tax Administration. You can also check the State Tax Payment amount in Tax Administration by running an Activity report for receipts and use the foxpro expression `tatrx.t_misc = 'StatePmt'` for the current year. This only works if you have been transferring all state payments from Grand List.

How you reconcile your taxes to the General Ledger depends on if you are using accrual accounting or are on a cash basis. Also do you also collect delinquent taxes and when did you close your tax year? Reports from Tax Administration that are helpful are: the Status Report, Delinquent Tax Summary Report, Activity reports for billing, receipts, adjustments, abatements, history additions and credits. Reports you need from the General Ledger are: A detail of your tax revenue account and a balance sheet or trial balance showing the tax receivables for those on the accrual basis.

RECONCILING FINAL CASH FLOW DATA

First reconcile your Tax Book billed figures to your Tax Administration Status Report.

Use the Cash Flow Report, the 411, the tax book summary page, the summary status report and the General Ledger Tax Revenue detail transaction report for the current year:

Education Taxes Billed:

Compare the Homestead Education Grand List figures using the 411.

Compare the Non Resident Education Grand List Figures using the 411.

Differences should be the exemptions for Veterans over \$10,000 and Non-approved Contracts/exemptions (see 411)

Compare the Homestead Tax Figures using the tax book.

Compare the Non Resident Tax using the tax book.

Differences should be the shortfall you raised with the local agreement tax.

Education Tax Credit:

Using the Tax Book Summary page including the State Payments—match the state payment amounts to the cash flow.

You can also look at the state payment download reports and sum the payments.

In Tax Administration, using the Activity report for Receipts, use the foxpro expression `tatrx.t_misc = 'StatePmt'`.

In General Ledger, Current Tax Revenue—sum the amounts for Batches with the Description 'Cumulative State Pmts'. These should all total the same amount—the total of all the state payment downloads. The Town's share should have been sent to you via check, and should be posted by journal entry. Any \$15.00 fees should be posted to a misc revenue line item—not in tax revenue. Adding the total of these journal entries should give you the town portion of the credits. Check the School bank statement for the direct deposits for tax credits and make sure they match the cash flow.

Payments to School and State:

Deduct the amount paid to the state and the school from the amounts on the cash flow report. The difference will be the amount still owed or overpaid.

School Taxes Billed vs. amount owed to School and State.

From the Tax Book, subtract the school tax credits from the school taxes billed. Subtract amount owed to the school and the state. Balance is amount over or under billed. Town will either make up the shortfall or keep the over collected taxes.

Remember when reconciling tax revenue posted to the general ledger to the amount billed—deduct the school tax credits from the billed amount in the grand list.

Account:	10-4017-00.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance
Description:	Current Taxes	0.00	0.00	0.00	-10,127,049.46	10,127,049.46

Date	From Description	Reference	Budget		Encumbrance		Actual	
			Debit	Credit	Debit	Credit	Debit	Credit
07/18/08	TR01 Cumulative Billing	Batch # 511						11093162.32
07/18/08	TR01 Cumulative State Pmts	Batch # 512					799940.58	
07/29/08	TR01 Cumulative Billing	Batch # 517					2159.78	
08/04/08	TR01 Cumulative Billing	Batch # 520					2468.82	
08/05/08	GL01 Municipal Tax adjustment	GN# 20090022						4841.32
08/11/08	TR01 Cumulative Billing	Batch # 529					2923.70	
08/12/08	TR01 Cumulative Billing	Batch # 532						408.48
08/18/08	TR01 Cumulative Billing	Batch # 540					1056.06	
08/25/08	TR01 Cumulative Billing	Batch # 545					1889.40	
09/02/08	TR01 Cumulative Billing	Batch # 551					917.22	
09/10/08	TR01 Cumulative Billing	Batch # 562					1904.24	
09/15/08	TR01 Cumulative Billing	Batch # 568					155.78	
09/15/08	TR01 Cumulative State Pmts	Batch # 571					137874.00	
09/17/08	GL01 Muni tax adj from State	GN# 20090077						840.50
09/22/08	TR01 Cumulative Billing	Batch # 575					1040.88	
09/30/08	TR01 Cumulative Billing	Batch # 581						1038.88
10/06/08	TR01 Cumulative Billing	Batch # 583						112.84
10/15/08	TR01 Cumulative Billing	Batch # 586						213.00
10/20/08	TR01 Cumulative Billing	Batch # 588						1276.68
10/27/08	TR01 Cumulative Billing	Batch # 591						114.14
10/27/08	TR01 Cumulative Adjustments	Batch # 591						251.26
11/04/08	TR01 Cumulative Billing	Batch # 593						179.94
11/05/08	TR01 Cumulative State Pmts	Batch # 594					7426.00	
11/17/08	TR01 Cumulative Billing	Batch # 601						79.92
12/16/08	TR01 Cumulative Billing	Batch # 609						38.46
12/22/08	TR01 Cumulative State Pmts	Batch # 612					140.00	
12/30/08	TR01 Cumulative Billing	Batch # 616						826.22
12/30/08	TR01 Cumulative Billing	Batch # 617					16588.60	
01/13/09	GL01 Muni Prop Tax adj from St	GN# 20090175						541.74
03/10/09	TR01 Cumulative Adjustments	Batch # 646						251.26
Transaction Totals			0.00	0.00	0.00	0.00	976696.30	11103745.76
Account Totals			0.00		0.00			10127049.46

945180.58
 (945,540.58-360.00)

REPORTS NEEDED FOR RECONCILING
FINAL CASH FLOW STATEMENT

Final Cash Flow Statement from the State

From the Grand List:

411

Tax Book Summary—Current with State Payments

Tax Book Summary-As Billed

List of late-late HS122 filers

Treasurer's Report

From Tax Administration:

Summary Status Report for the current year.

Summary Activity Report for Receipts for the current year.

Summary Activity Report for Receipts for the current year using fox pro expression
tatrax.t_misc='StatePmt'

From the General Ledger:

Detail Transaction for all accounts related to property taxes, foremost the property tax revenue account.